UNIVERSITY OF TORONTO

UNIVERSITY EXTENSION

# The Certificate Course in Business

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This Course is intended for men and women holding positions in business offices and for any others who wish to improve their qualifications. All the instruction is provided in evening classes.

Additional copies of this publication may be obtained from the Director, University Extension, University of Toronto, Toronto, Ontario, Canada.

September 2nd, 1941.

# THE CERTIFICATE COURSE IN BUSINESS

THE CERTIFICATE COURSE IN BUSINESS is offered to those who hold Secondary School Graduation Diplomas obtained on the completion of four-year courses in the Collegiate Institutes, High Schools, Continuation Schools, Technical Schools, and High Schools of Commerce in Ontario. Applications will be considered from persons of mature age who may not have exactly the academic admission requirements. Special consideration will be given to applications from young men and women who have taken business positions before completing the four-year course in the High Schools of Commerce.

Instruction is provided in evening classes in any city or town in Ontario where twenty-five or more qualified students enrol. The course requires two evenings per week for twenty weeks during three years. Examinations will be held in March or April.

The prospectus issued last year offered a reasonably wide choice of subjects but, under war-time conditions, the choice must be restricted somewhat. Now it is difficult to obtain the services of tutors; many young men, who were planning to take this Course, have joined His Majesty's Forces; many young women are engaged in war work which makes study impossible; and, of those who have been in the Course for the past two years or for the past year, some are in the Services and others are giving their energies to war-time activity of some sort.

I. Those who enter the Course for the first time in October, 1941, are asked to enrol according to the following schedule:

**First Year:** Accounting 1; Mercantile Law 1.

**Second Year:** Accounting 2; Economics 1.

**Third Year:** Any two of: Cost Accounting; Mercantile Law 2; Marketing and Advertising; Secretarial Practice; Money, Banking, and Foreign Exchange; any subject of the earlier years not already taken.

(Note: The Third Year options are still only provisional.)

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II. Students who have successfully completed two subjects of the First Year are asked to choose now two subjects for the Second Year from this list:

Accounting 2; and either Economics 1 or Mercantile Law 1 (whichever has not yet been taken) **or** Mercantile Law 2.

Students who did not write any examinations in May, 1941, or who failed in one subject at that time, may (if the committee so decides) be allowed to enrol for one or two subjects of the Second Year; but, if they intend to proceed for the Certificate, they must obtain standing, in March or April, 1941, in the subject in which they failed last session.

It is expected that the following subjects will be offered in the Third Year: Cost Accounting; Marketing and Advertising; Secretarial Practice; and any subject not chosen in the preceding Years. This information is given to assist students who wish to make their choice now on the basis of the options available next session.

UNIVERSITY OF TORONTO
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# APPLICATION FORM
FOR
# THE CERTIFICATE COURSE IN BUSINESS

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*To* (DATE)

THE DIRECTOR,
UNIVERSITY EXTENSION,
UNIVERSITY OF TORONTO,
TORONTO, CANADA

I wish to enrol as a student in the Certificate Course in Business and to receive instruction, during the present session, in the following subjects:

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I have obtained standing in the following subjects:

First Year:.....

Second Year:.....

Third Year:.....

Attached is remittance for tuition fees (at the rate of $12.00 per subject) for $.....

NAME.....
(PLEASE PRINT)

Business Address.....

Home Address.....

Telephone: Business..... Home.....

111. Students who have obtained standing in the required four subjects of the First and Second Years may now complete the Course and qualify for the Certificate by obtaining standing in any two of the following subjects:

Cost Accounting (if the student has passed in Accounting 2).

Mercantile Law 2 (if the student has passed in Mercantile Law 1).

Secretarial Practice.

Those who lack standing in any one of the four subjects of the First and Second Years will be required to obtain standing in that subject as well as in the two chosen above before being eligible for the Certificate.

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On account, again, of war-time conditions, it may be necessary, if classes are small, to combine some of these classes with others. Prospective students will assist greatly in the organization of classes if they will kindly fill out and return the enclosed application form as soon as they can conveniently do so. Fees need not be paid until the first week in October.

Any student may enrol for only one subject in any session if he or she so desires (it is not necessary to take lectures in two subjects in the same session) but no student may enrol for instruction in more than two subjects in the same session, except with special permission.

The scope of the curriculum is indicated below:

**Accounting 1:** Books of original entry and accounting papers of a small trading firm; postings, trial balance, adjusting entries (including bad debts and depreciation), balance sheet, trading and profit and loss accounts. Partnership accounts.

**Accounting 2 :** Control accounts; accounts of limited companies; sinking funds and other reserves; manufacturing, consignment and branch accounts; income tax.

**Economics 1 :** Economic concepts, forms of production, the corporation, economic institutions, division of labour and specialization, localization of industry, markets and the formation of prices under competition and monopoly, industrial combinations and state regulation, speculation, the distribution of income—wages, rent, interest and profits, money and credit, price level fluctuations, business cycles, foreign trade, and foreign exchange, problems of the Canadian economy.

**Economics 2 :** The economics of marketing and distribution, including a study of selling practices, types of sales organization, financing sales and instalment credit, sales promotion and advertising, wholesale and retail trade, market research. (Not offered in 1941-42.)

**Mercantile Law 1 :** Introduction: Nature of law, organization and functions of the courts; contracts; formation, performance, damages, discharge, assignment, special forms of contracts; sales; sales of goods; transfer of title, conditions, and warranties, bills of lading and shipping documents; bailment; limitation of actions, creditors' rights and administration of debtors' estates; actions, judgments, executions, garnishment, sequestration, creditors' arrangements, receivership, bankruptcy, fraud on creditors.

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**Mercantile Law 2 :** Credit transactions; banks and banking, interest, negotiable instruments, assignment of book debts, chattel mortgages, bills of sales, conditional sales, bulk sales, pledge, lien, documents of title, guarantee and suretyship, credit information agencies; business property, real property, landlord and tenant, mortgages, trusts, personal property, goodwill, copyright, patents, trade marks, conveyancing, insurance.

**Cost Accounting :** A critical analysis of the factors of Cost from the Manufacturing Account to the Budget; the elements of Cost and the methods of apportioning them to the individual products; Prime Cost, Manufactured Cost, Cost of Goods Sold; the different methods of costing suitable to different manufacturing processes; the relation between the General Accounts and the Cost Accounts; Marketing Costs and the methods of apportioning them to the various products; Standard Costs, Budgets and Budgetary control; reports to executives and executive control through costing; various applications of Cost data; By-products and Joint Costs; Differential Cost Analyses; Discussion of actual Cost problems arising in industry. Applicants should have a knowledge of Manufacturing and Controlling Costs.

**Secretarial Practice :** Preliminary considerations, application and letters patent; organization meetings and by-laws; Flotation of shares and bonds; underwriters; prospectus; purchase of business; shares and shareholders; share warrants; mortgages; powers and responsibilities of directors; duties and responsibilities of the secretary and other officers; notices, agendas and minutes; meetings—constitution and conduct of, including voting, proxies, etc.; order and rules of debate; transfer and transmission of shares; application of statutes and war-time regulations to stock transfers; division of responsibility; control and internal check; systems of accounts including audit; income tax; dividends and reserves; office equipment, filing and indexing; changes in letters patent; reorganizations; dissolution; winding-up; surrender of charter.

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**FEES**

**Tuition (each subject).....$12.00**
**Examination (each subject).....$2.00**
**Certificate (on completion of Course) $5.00**

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On successful completion of three years' work with a standing of at least fifty per cent on the examination in each of the six subjects, a Certificate will be awarded by the University. A student who obtains an average of seventy-five per cent or more on the examinations in the six subjects chosen will be awarded a Certificate with Honours.

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**Any additional information** required regarding the Certificate Course in Business may be obtained from the Director, University Extension, University of Toronto, Toronto, Canada.

The time-table will be issued at the beginning of October.

(Telephone Midway 6611, locals 29, 30, or 48.)